### POSTAL SERVICE PROJECT

## MAIL IMPROVEMENT PROGRAM

### SUMMARY OF QUESTIONNAIRE REPUES

	1.	Number o	of pieces	of mail	intended	for	mailing	in the	postal	system	prepared
and/or	han	dled each	month:	•						-	

a.	Letter-size mail:		
	(1) Ordinary envelopes	6,624	
	(2) Window envelopes	25,160	
	Total	31,784	
b.	Flats (over 5-3/4" x 11-1/2"):		
	(1) Up to 8-1/2" x 11-1/2"	674	
	(2) 9" x 12"	289	•
	(3) Over 9" x 12"	1080	
	Total	2043	•
c.	Self-mailers:		
	(1) Post cards	- 0-	,
	(2) ADP cards	-0-	· · · · · · · · · · · · · · · · · · ·
	(3) Fold over reply cards	-0-	
	(4) Booklets		
	(5) Other	-0-	
	Total		
	GRAND TOTAL		33 830



# Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP74-00390R000300050043-3 2. Are insert sizes (as a rule) compatible with envelope sizes? Yes 100 % No\_\_\_\_\_ 3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes 95 % No 5 % % OF THESE REPORTING 4. What types of material are normally mailed in flats? 5. Are any envelopes sealed with strings, clasps or staples? Yes No 100 % If yes, describe types of material and reason for using fasteners employed. 6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes 100 % No Note: Most flats are a brown "Kraft" color. Is this color used for mailings? No Yes 7. Addresses are (check one): 28 780 Typed 1,600 Hand Stamped Addressographed 700 Handwritten 8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes 100 70 No\_\_\_\_\_ If no, please describe variances. 9. If window envelopes are used, do they have a transparent covering over the window? Yes 100 70 No If no, describe type of envelopes employed.

10. In general, are envelopes addressed in conformance will	
forth in paragraphs 10, 11, and 12 of the general information? Yes	100 %
No If no, describe differences and reasons therefore	re.
	programme and the second secon

.11.	Cost	of	mailing is	covered	by	(check	one):

a. Postage stamps	8 050	
5. Is in cut of the total in some control of the b. Metered mail machine	2,030	5.41, 18,41 ×
. Vc. Penalty indicia	23,750	man in the second secon

ADMINISTRAÇÃO DE LA COMPANIO DE COMPANIO D

### POSTAL SERVICE PROJECT

### MAIL IMPROVEMENT PROGRAM

SUMMARY OF QUESTIONNAIRE REPLIES
BASED ON TWELVE (12) QUESTIONNAIRES RETURNED.

•	l.	Number	of	pieces	ΟÏ	mail	intended	for	mailing i	n t	the	postal	system	prepared
and/or l	han	dled each	1 11	nonth:								•	•	• •

a. Let	ter-size mail:		·
(1)	Ordinary envelopes	19.6 % 20.8	To .
(2)	Window envelopes	74.4% 79.27	To and the same of
	Total	94% 100%	T <sub>U</sub>
b. Flat	ts (over 5-3/4" x 11-1/2"):	0F TOTHL LETTER (33,830) SIZE	
(1)	Up to 8-1/2" x 11-1/2"	2 %	• .
(2)	9" x 12"	1 %	
(3)	Over 9" x 12"	3 %	
	Total	6 %	•
c. Self	-mailers:	•	
(1)	Post cards	INCONSEQUENTIAL	(3 EACH PER MONTH)
(2)	ADP cards	- 0 -	
(3)	Fold over reply cards	- 0 -	
(4)	Booklets	-0-	
<b>(</b> 5)	Other	-0-	
	Total		
GR	AND TOTAL		

2. Are insert sizes (as a rule) con Yes 100 % No	
3. Is it customary to fold inserts a where possible? Yes 95 % No	and use letter-size excelopes in lieu of flats  5 % of these Reformations  USE OF FLACE
4. What types of material are norr	nally mailed in flats?
5. Are any envelopes scaled with s No 100 % If yes, describe types employed.	strings, clasps or staples? Yess of material and reason for using fasteners
6. Do envelopes or flats used compeneral information guidelines? Yes 10 Note: Most flats are a brown "Kraft" coloryes No	Name of the same o
7. Addresses are (check one):	
Typed	85 %
Hand Stamped	5 %
Addressographed	<u> </u>
Handwritten	2 %
8. Do address characters comply ments set forth in the attached general inf No If no, please describe	
9. If window envelopes are used, window? Yes 100 % No employed.	
10. In general, are enveloped do forth in paragraphs 10, 11, and No	dressed in conformance with the standards se Joo 100 100 100 100 100 100 100 100 100 1

- 11. Cost of mailing is covered by (check one):
  - a. Postage stamps

24 %

b. Metered mail machine

6 %

c. Penalty indicia

70 %

